

## Instructions

All reimbursable meals served to children enrolled in Head Start from December 12, 2007 and beyond may be claimed at the free rate.

In order to retroactively claim meals at the free rate, SFAs must refund any money they received for reduced or paid meals to the families of Head Start children who were not previously eligible for free meals.

The attached spreadsheets can be used to calculate the number of reduced and full price Breakfast and Lunch meals served to Head Start children whose families are available to receive the refund from December 12, 2007 through June 2008.

The number of meals available for refunding is multiplied by the amount of money that was paid for the meal. The reduced meal price for Breakfast is \$.30 and for Lunch is \$.40. The full meal price for breakfast and lunch is set by each sponsor. The funds reimbursed to Head Start families are totaled up on the last page of the spreadsheet which is the total page. The total page is printed and signed by the District Superintendent or Sponsor Administrator.

The attached spreadsheets and total page must be completed and sent in to ADE, Health and Nutrition, Attn: Michelle Roberts, 1535 W. Jefferson Street, Bin #7, Phoenix, AZ 85007 to be able to submit a revised claim.

Please contact Lee Renda, NSLP Nutrition Director at 602-542-8705 for any questions.

**Retroactively Claimed Reimbursed Meals for Head Start: December 12, 2007 - December 31, 2007**

<b>Breakfast</b>		<b><u>Head Start Meals Claimed</u></b>		<b>Lunch</b>	
Total Reduced meals Claimed:				Total Reduced meals Claimed:	
Total Paid meals Claimed:				Total Paid meals Claimed:	
Total Reduced and Paid Meals Claimed:		0		Total Reduced and Paid Meals Claimed:	0

<b>Breakfast</b>		<b><u>Reimbursement Refunded to Head Start Families</u></b>		<b>Lunch</b>	
<u>0</u> Total Reduced meals x \$.30		<u>\$0.00</u>		<u>0</u> Total Reduced meals x \$.40	<u>\$0.00</u>
<u>0</u> Total Paid meals x <u></u> (Full Meal Price*)		<u>\$0.00</u>		<u>0</u> Total Paid meals x <u></u> (Full Meal Price*)	<u>\$0.00</u>
Total Reduced and Paid Meals Reimbursement		<u>\$0.00</u>		Total Reduced and Paid Meals Reimbursement	<u>\$0.00</u>

\* Full Meal Price is the purchase price of a meal that is charged to students, who do not meet the requirements for a free or reduced meal.


- indicates fields that need to be filled in by sponsor

# Retroactively Claimed Reimbursed Meals for Head Start: January 1, 2008 - January 31, 2008

<b>Breakfast</b>		<u><b>Head Start Meals Claimed</b></u>		<b>Lunch</b>	
Total Reduced meals Claimed:				Total Reduced meals Claimed:	
Total Paid meals Claimed:				Total Paid meals Claimed:	
Total Reduced and Paid Meals Claimed:		0		Total Reduced and Paid Meals Claimed:	0

<b>Breakfast</b>		<u><b>Reimbursement Refunded to Head Start Families</b></u>		<b>Lunch</b>	
<u>0</u> Total Reduced meals x \$.30		<u>\$0.00</u>		<u>0</u> Total Reduced meals x \$.40	<u>\$0.00</u>
<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)		<u>\$0.00</u>		<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>
Total Reduced and Paid Meals Reimbursement		<u>\$0.00</u>		Total Reduced and Paid Meals Reimbursement	<u>\$0.00</u>

\* Full Meal Price is the purchase price of a meal that is charged to students, who do not meet the requirements for a free or reduced meal.

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## Retroactively Claimed Reimbursed Meals for Head Start: February 1, 2008 - February 29, 2008

<b>Breakfast</b>	<b><u>Head Start Meals Claimed</u></b>	<b>Lunch</b>	
Total Reduced meals Claimed:		Total Reduced meals Claimed:	
Total Paid meals Claimed:		Total Paid meals Claimed:	
Total Reduced and Paid Meals Claimed:	<u>0</u>	Total Reduced and Paid Meals Claimed:	<u>0</u>

<b>Breakfast</b>	<b><u>Reimbursement Refunded to Head Start Families</u></b>	<b>Lunch</b>	
<u>0</u> Total Reduced meals x \$.30	<u>\$0.00</u>	<u>0</u> Total Reduced meals x \$.40	<u>\$0.00</u>
<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>	<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>
Total Reduced and Paid Meals Reimbursement	<u>\$0.00</u>	Total Reduced and Paid Meals Reimbursement	<u>\$0.00</u>

\* Full Meal Price is the purchase price of a meal that is charged to students, who do not meet the requirements for a free or reduced meal.

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## Retroactively Claimed Reimbursed Meals for Head Start: March 1, 2008 - March 31, 2008

<b>Breakfast</b>	<b><u>Head Start Meals Claimed</u></b>	<b>Lunch</b>	
Total Reduced meals Claimed:		Total Reduced meals Claimed:	
Total Paid meals Claimed:		Total Paid meals Claimed:	
Total Reduced and Paid Meals Claimed:	<u>0</u>	Total Reduced and Paid Meals Claimed:	<u>0</u>

<b>Breakfast</b>	<b><u>Reimbursement Refunded to Head Start Families</u></b>	<b>Lunch</b>	
<u>0</u> Total Reduced meals x \$.30	<u>\$0.00</u>	<u>0</u> Total Reduced meals x \$.40	<u>\$0.00</u>
<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>	<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>
Total Reduced and Paid Meals Reimbursement	<u>\$0.00</u>	Total Reduced and Paid Meals Reimbursement	<u>\$0.00</u>

\* Full Meal Price is the purchase price of a meal that is charged to students, who do not meet the requirements for a free or reduced meal.


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# Retroactively Claimed Reimbursed Meals for Head Start: April 1, 2008 - April 30, 2008

<b>Breakfast</b>		<u><b>Head Start Meals Claimed</b></u>		<b>Lunch</b>	
Total Reduced meals Claimed:				Total Reduced meals Claimed:	
Total Paid meals Claimed:				Total Paid meals Claimed:	
Total Reduced and Paid Meals Claimed:		0		Total Reduced and Paid Meals Claimed:	0

<b>Breakfast</b>		<u><b>Reimbursement Refunded to Head Start Families</b></u>		<b>Lunch</b>	
<u>0</u> Total Reduced meals x \$.30		<u>\$0.00</u>		<u>0</u> Total Reduced meals x \$.40	<u>\$0.00</u>
<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)		<u>\$0.00</u>		<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>
Total Reduced and Paid Meals Reimbursement		<u>\$0.00</u>		Total Reduced and Paid Meals Reimbursement	<u>\$0.00</u>

\* Full Meal Price is the purchase price of a meal that is charged to students, who do not meet the requirements for a free or reduced meal.

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## Retroactively Claimed Reimbursed Meals for Head Start: May 1, 2008 - May 31, 2008

<b>Breakfast</b>		<b><u>Head Start Meals Claimed</u></b>		<b>Lunch</b>	
Total Reduced meals Claimed:				Total Reduced meals Claimed:	
Total Paid meals Claimed:				Total Paid meals Claimed:	
Total Reduced and Paid Meals Claimed:		0		Total Reduced and Paid Meals Claimed:	0

<b>Breakfast</b>		<b><u>Reimbursement Refunded to Head Start Families</u></b>		<b>Lunch</b>	
<u>0</u> Total Reduced meals x \$.30		<u>\$0.00</u>		<u>0</u> Total Reduced meals x \$.40	<u>\$0.00</u>
<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)		<u>\$0.00</u>		<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>
Total Reduced and Paid Meals Reimbursement		<u>\$0.00</u>		Total Reduced and Paid Meals Reimbursement	<u>\$0.00</u>

\* Full Meal Price is the purchase price of a meal that is charged to students, who do not meet the requirements for a free or reduced meal.

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## Retroactively Claimed Reimbursed Meals for Head Start: June 1, 2008 - June 30, 2008

<b>Breakfast</b>	<b><u>Head Start Meals Claimed</u></b>	<b>Lunch</b>	
Total Reduced meals Claimed:		Total Reduced meals Claimed:	
Total Paid meals Claimed:		Total Paid meals Claimed:	
Total Reduced and Paid Meals Claimed:	<u>0</u>	Total Reduced and Paid Meals Claimed:	<u>0</u>

<b>Breakfast</b>	<b><u>Reimbursement Refunded to Head Start Families</u></b>	<b>Lunch</b>	
<u>0</u> Total Reduced meals x \$.30	<u>\$0.00</u>	<u>0</u> Total Reduced meals x \$.40	<u>\$0.00</u>
<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>	<u>0</u> Total Paid meals x <u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>
Total Reduced and Paid Meals Reimbursement	<u>\$0.00</u>	Total Reduced and Paid Meals Reimbursement	<u>\$0.00</u>

\* Full Meal Price is the purchase price of a meal that is charged to students, who do not meet the requirements for a free or reduced meal.

 - indicates fields that need to be filled in by sponsor



**Total Retroactively Claimed Reimbursed Meals for Head Start: December 12, 2007 - June 30, 2008**

<b>Breakfast</b>		<b><u>Head Start Meals Claimed</u></b>	<b>Lunch</b>	
Total Reduced meals Claimed:		<u>0</u>	Total Reduced meals Claimed:	<u>0</u>
Total Paid meals Claimed:		<u>0</u>	Total Paid meals Claimed:	<u>0</u>
Total Reduced and Paid Meals Claimed:		<u>0</u>	Total Reduced and Paid Meals Claimed:	<u>0</u>

<u>Reimbursement Refunded to Head Start Families</u>				
Breakfast			Lunch	
<u>0</u>	Total Reduced meals x \$.30		<u>\$0.00</u>	
<u>0</u>	Total Paid meals x	<u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>	
Total Reduced and Paid Meals Reimbursement			\$0.00	
<u>0</u>	Total Reduced meals x \$.40		<u>\$0.00</u>	
<u>0</u>	Total Paid meals x	<u>\$0.00</u> (Full Meal Price*)	<u>\$0.00</u>	
Total Reduced and Paid Meals Reimbursement			\$0.00	

**Breakfast and Lunch Total Reimbursed to Head Start families: December 12, 2007 - June 30, 2008**

**Total Reduced and Paid Meals Reimbursed: Breakfast + Lunch = \$0.00**

**As of \_\_\_\_\_(today's date) I certify that above information is correct and \$\_\_\_\_\_has been refunded to Head Start families who participated in the School Breakfast and National School Lunch Program from 12-12-07 through 6/30/08.**

\_\_\_\_\_  
Printed Name of the District Superintendent or Sponsor Administrator

\_\_\_\_\_  
Signature of the District Superintendent or Sponsor Administrator